



COVID-19 Emergency Operations Center

SOP No: MS-138
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Standard Operating Procedure Inventory Storage

Subject: Inventory Storage For Medical Sheltering Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on the process of storing the inventory of consumables, supplies and equipment for a medical shelter site.

2. Procedures

2.1. Storage Overview

Inventory will require a significant amount of storage varieties for the delivery, storage, and distribution of the materials used onsite, including:

- Equipment (Non-clinical of all types and clinical not yet put into service, e.g., oxygen concentrators, oxygen tanks and rolling vitals carts)
- Meals: Unused meals for clients and possibly staff
- Perishable snacks, e.g., fruit and fresh milk
- Linens
- PPE
- Supplies in Bulk, e.g., cleaning, clothing, drinks, snacks, hygiene items, OTC medications, office supplies, etc.

Low Value Supplies ready for use, can be stored in common areas on shelves, in bins and on pallets, e.g., cases of water can be delivered in large quantity and set up for self-service in bulk locations, allowing all teams to replenish their local stock. This can allow a facility with smaller rooms to have enough supplies

available for immediate day-to-day use, while much large quantities will be stored in less accessible spaces.

High Value Supplies will need item-specific storage, in safes, locked refrigerators, locked rooms, well-traveled areas with assigned security, etc.

2.2. Storage Options

The items to be stored will require a variety of equipment

Cabinetry

Canopies and Tents - storage where inclement weather is not a problem and security is adequate.

Refrigerators - large amounts of perishable food, including client catered meals, fresh fruit and milk products require commercial units. Smaller home sized units are good for staff needs. Motel/hotel sized units are good for bedrooms and client use.

Safes - Various sizes can be useful for different needs. Note that floor models are much less convenient than a shelf-sized unit

Shelving: Strength and Stability - Heavy weight plastic (relatively stable and strong) is a good alternative between lightweight plastic (will not carry much weight and tips more easily) and steel shelves. Where weight on the shelves could be an issue, steel wire shelves are quite good, providing stability and weight bearing capacity.

Shipping Containers (12' - 16') - Provide additional storage and security. They work well where you have adequate exterior space for convenient location and security. They do not work well for materials that can be damaged without climate control or items that need quick access.

2.3. Storage Requirements

Consult with Infection Prevention for any storage requirements. Current requirements include:

- All items must be stored, elevated off of all flooring
- Items should leave a minimum of 12" from the ceiling
- Shelving should be labeled.

3. Reference:

Consult with your Infection prevention specialist.